What's changed in 3.30?

A guide for Hardcat Users to changes recently introduced into Hardcat 3.30a through 3.30e

December 2011
Revision 5

TRACK YOUR WORLD®

Features introduced in 3.30a:

Domain Control is now available in Hardcat Windows

- The introduction of Domain Control in our HardcatWeb (which allows automatic filtering of data based on the WorkGroup a user belongs to to prevent them seeing records for users in another WorkGroup) has been very popular. So much so, that we've also made this capability available in the Hardcat Windows product where it has a range of potential uses.

Hardcat Reports now available in HardcatWeb*

- The high quality reporting that Hardcat users have always enjoyed is now available in HardcatWeb, with reports presented to the user as a PDF file. Both standard and custom report formats can be accessed, and results can be filtered by ad-hoc or saved search definitions. Note that the reports can be set to run subject to domain control, so records the logged-in user is not authorized to see are automatically excluded from the reports. Now key stakeholders can access key reports in Hardcat without needing to use the Windows application or have training in its use.

Export from HardcatWeb to spreadsheet*

- In conjunction with the delivery of Hardcat Reporting to HardcatWeb, we are also pleased to announce the availability of the file export facility in HardcatWeb, which enables web-based users to download information to spreadsheet. Once again this is optionally subject to domain control to automatically filter out irrelevant or sensitive records.

New Roles function for HardcatWeb*

- With the new reporting and exporting features now available in HardcatWeb, a new "Roles" function has been implemented to provide a further level of control, limiting which users can access which report or export formats. This means that administrators can control not only which records are presented, but also what report formats or export formats are available to particular types of users.

Also:

- Further enhancements to Purchasing Module for PO adjustment options~
- Database support extended to Oracle 11g
- CatScan validated for Windows Mobile 6.5
- Hardcat validated for Windows 7
- Enhanced and upgraded installation utility

Enhancements described in these pages will benefit all users of Hardcat unless otherwise flagged, in which case they are specific to particular modules as follows:

* requires HardcatWeb software
^ requires Hardcat Depreciation module
+ requires Hardcat Barcode Module and CatScan PDA software
~ requires Hardcat Purchasing module
# requires Hardcat Maintenance module

Features introduced in 3.30b:

Hardcat 3.30b incorporates all the features introduced in 3.30a, but also introduces a range of further enhancements, detailed below:

Gross (Proportional Restatement) and Nett (Elimination) Revaluation^

- Hardcat has responded to feedback from customers who are subject to increasingly detailed external auditing requirements for far more detailed disclosure of revaluation transactions. Hardcat now supports two entirely different methods for revaluation as per International Financial Reporting Standards, and makes recording, reviewing and reporting these transactions easier than ever before.

New Depreciation Reports for Additions and Disposals^

- These new reports allow the user to see not only what items have been purchased or disposed this month, but they also allow the user to see subtotals for transactions in the current period versus those backdated to a previous period, making it far easier to reconcile to the G/L in the event of backdated additions or disposals.

Substantially Revised Period and YTD Depreciation Reports^

- Period and YTD reports have been expanded to provide extra detail, but without compromising the readability of the reports. The Period Dep. Summary is now a substantially more useful report: it still provides single-line-per-asset summaries but adds an indented line where required for details of revalued/disposed assets

Depreciation History by Asset^

- Trying to work out how the asset's present values were arrived at? Depreciation records now have a "History" tab which allows you to see at a glance if any changes were made to fields such as Start Date, Start Value, etc. If adjustments have been made, they're now able to be documented for easy reference.

Fantastic new on-the-spot audit exception reporting in CatScan:+

- An absolute boon for those doing a fixed asset audit is the new facility to compare what you should have found at a location with what you actually found, on-the-spot! There's also a facility to flag non-barcoded assets as having been physically sighted.

Brilliant new multi-criteria search facility in HardcatWeb:*

- List screens in HardcatWeb now allow highly detailed filtering of records by various criteria. It worked so well for report filtering, we've applied it to the normal record listings for the asset register, work order lists, and help desk problems.

Also:

- New option to include prior year depreciation charges in current period^
- Work Order lists now ordered/filtered by new asset criteria in Hardcat for Windows#
- New "Caller" recording/reporting functionality added to ad-hoc Work Orders#
- New "Original Service Date" field to aid in reporting delayed work orders#
- Task template selection now available for ad-hoc work orders#
- Database Support extended to Sybase 11
- Upgraded record selection dialogues in HardcatWeb*
- Enhanced speed and reliability, particularly in larger multi-user environments

Features introduced in 3.30c:

Hardcat 3.30c incorporates all the features introduced in 3.30a and 3.30b, but also introduces a range of further enhancements, detailed below:

Upgraded security

- Hardcat, HardcatWeb and CatScan have significantly beefed up user security to ensure compliance with our many customers' ever stricter security requirements. There are far more powerful encryption features for usernames and passwords, tougher rules are now able to be enforced on password length and complexity.

Domain Control expands again!

- We've further expanded Domain Control in response to customer feedback, with Domain Control options now limiting of Work Order and Problem listings by Engineer, as well as options to limit selection of locations and cost centres for asset or job reassignment to only those within the user's domain

HardcatWeb improves list screens and filter/order options*

- We've reorganised the presentation of order by and search filter constraints and also made sure that your filter criteria can be remembered if you go away from the list and return to it later. The record "print" option in these list screens is further enhanced, now providing a high-quality PDF presentation.

Improved list screens in Hardcat Windows:

- Subtle changes to column order in Hardcat Windows list screens for assets, work orders, problems, stock, purchase orders and other major entities have allowed detail descriptions to be easily readable for any order option selected.

Action Presets in HardcatWeb*:

- User definable preset fields against Actions in Hardcat have enabled us to deliver high-quality incident management solutions. With their extension into HardcatWeb, high quality incident recording and reporting is now potentially available to any desktop in your organisation, not to mention a range of portable devices

Exporting presets easier than ever before!

- User-definable preset fields are a fantastic feature in Hardcat, and Hardcat 3.30c has made export of presets as simple as reporting on presets in our custom report writer. It's now incredibly easy to merge these user-definable fields into an export on your assets, work orders, problems, locations, people, etc.

Fantastic new detailed audit and exception reporting in Hardcat+

- By popular request, we've built in a whole suite of exception reporting into Hardcat Windows to detail all changes to existing assets that happened as a result of the audit (subtotaled by the type of change) as well as list assets that weren't audited and assets created during the audit

Purchasing goes wireless~

- With Hardcat being used by many users to record assets and stock arriving with purchase order deliveries, we've provided a streamlined, seamless, wireless capability to link CatScan's PDA functionality for receipting goods directly to Hardcat.

Features introduced in 3.30d & e:

Hardcat 3.30e incorporates all the features introduced in 3.30a, b, c, but also carries over minor changes introduced in 3.30d and introduces a range of further enhancements, detailed below:

New Issue/Return interface in HardcatWeb

- A new screen in HardcatWeb provides a simple, single point from which both assets and non-asset inventory can be scanned in and out of a store to people, other locations, and other destinations. Administrators can set operating modes that allow the solution to be tailored to match their organisation's internal rules for transfers

Hardcat Windows online context-sensitive help revamped and refreshed

- As well as our user documentation being thoroughly updated with all the latest features, we've also completely revamped our context-sensitive online help. It is now a browser-based and presented in a style that should be immediately familiar to users of popular applications such as Microsoft Office

Automated batch file export of data from Hardcat to CSV

- As an alternative to our existing ODBC and API-based means of accessing Hardcat data, some customers have requested facility to schedule export of a defined set of data for review or even import by other applications. This is now available in 3.30e, with Hardcat able to automatically export a file using predefined search criteria.

Filter to remove disposed assets from view in Asset list screens

- In response to a handy suggestion from one of our valued customers, an automatic filter is now available for individual users to set to show or hide disposed assets in the list, with your individual preference able to be saved for future use

Depreciation backup improved

- When closing a period or year, or when making an interim backup, the user is now provided with a suggested backup filename by Hardcat (which includes set and period details) that will make it very easy to locate that backup in future and ensure that the correct backup is loaded.

Export Data Capture/Audit records to CSV for analysis

- Our very useful new audit reporting that details assets captured, audited and all exceptions found (introduced in 3.30c) has now been made available in a format optimised for review in Excel for those users who wish to do further processing of the data for statistical reporting or other purposes.

CatScan and Hardcat facilitate "manual" auditing without barcode scan

- CatScan and Hardcat now record how an asset was scanned in terms whether an RFID tag was scanned, a barcode was scanned, or the user manually recorded it as "audited" after sighting it (required for assets that cannot be tagged). Hardcat's audit history now differentiates between all three, providing more powerful audit reporting.

A guide to the use of new features

Core Module and General Changes

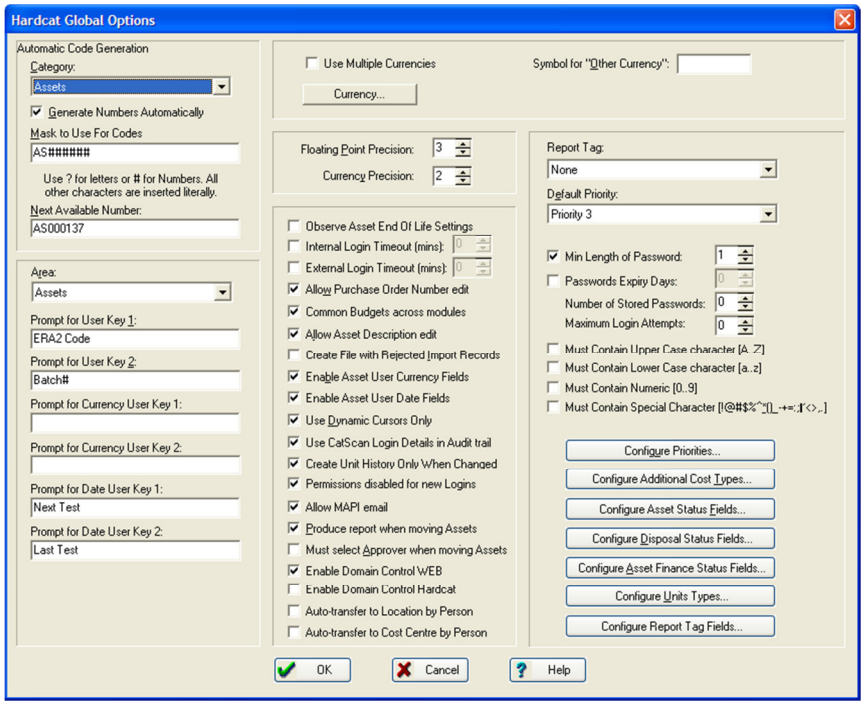
Domain Control expanded through Hardcat for Windows

HardcatWeb 3.29 incorporated a new feature dubbed **Domain Control** which enabled the **Work Group** structure, previously used only in the **Purchasing** module to limit access to Purchase Orders according to **Work Groups** to prevent users of one area seeing or editing Purchase Orders belonging to another, to be expanded to also filter views of **Assets**, **Maintenance** module **Work Orders**, **Help Desk** module **Problems** and **Stock** module **Stock at Location/Cost Centre** records.

The new feature has proven popular and with the introduction of HardcatWeb Reporting (which ports Hardcat reports out to HardcatWeb, respecting Domain Control rules) it was a logical time to extend the Domain Control functionality through the Hardcat Windows application.

Enabling Domain Control in Hardcat

Domain Control is enabled via **Hardcat Global Options** (Choose **File**, **Administration**, **Options**). Check the box in the middle column of options labeled **Enable Domain Control Hardcat**.



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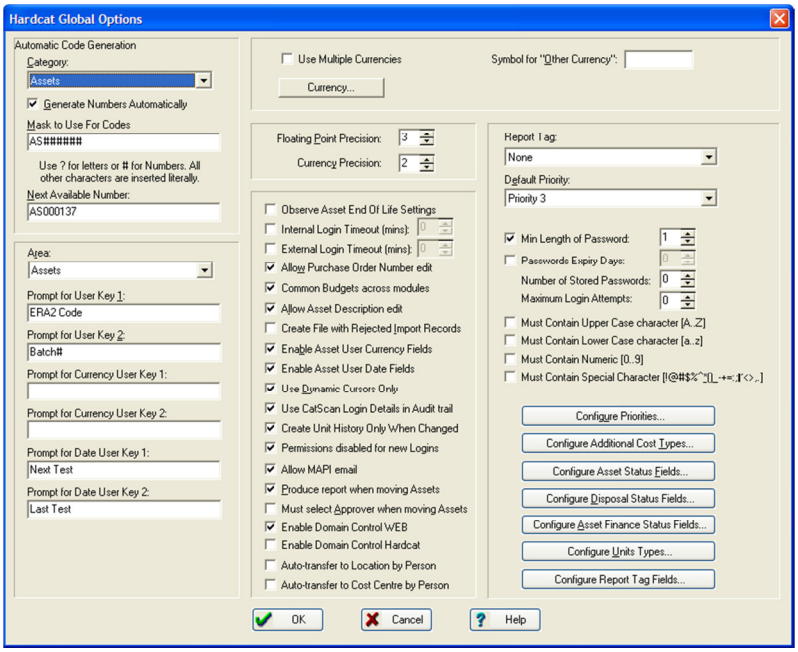
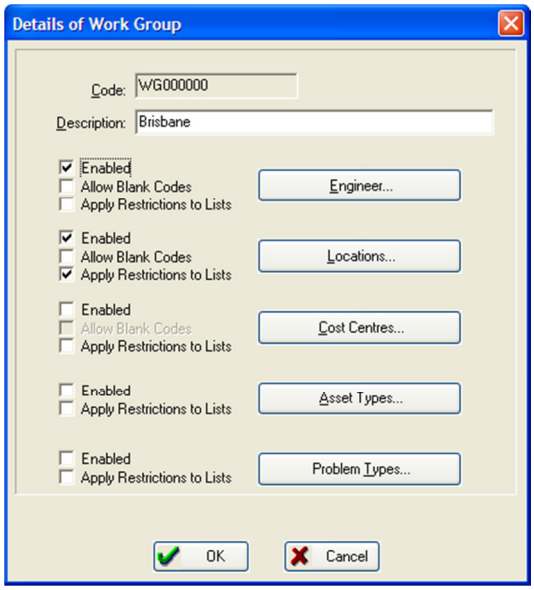


Setting up Work Groups

To create a new **Work Group**; from the **File** menu select **Administration**, followed by **Work Groups**, Click **New** and name your respective Work Group.

Once a Work Group is created you may now edit on its details to gain access to the user based restrictions. For asset based restrictions to take place administrators must assign restrictions to all Hardcat entities listed, Locations, Cost Centers and Asset Types. Help Desk module restrictions take into account the asset based view restrictions along with the Problem Type view restrictions.



- Clicking the **Enabled** checkbox against any option turns on the restriction for users in this Work Group. For example, by ticking **Enabled** against **Locations**, you are signaling that only records within a location constraint may be presented to users of this Work Group
- The **Allow Blank Codes** option allows the inclusion of records that have a blank setting for the given constraint. For example, checking this option against the Location constraint will allow users in this Work Group to see records that do not have a location assigned to them
- The **Apply Restrictions to Lists** checkbox provides a further constraint preventing the selection of alternative entries from a record. For example, checking this option against the Location constraint would prevent a user in this Work Group when editing a Asset or Work Order record from changing the location to one outside of the Work Group's Location constraint.

Work Group filtering applies as follows for each selector:

- Engineer: limits the lists of Help Desk Problems and Maintenance Work Orders (and associated Actions) visible to users in the Work Group according to the Person or Person folder of the Engineer against the record
- Location: limits the lists of Assets, Stock, Help Desk Problems and Maintenance Work Orders (and associate actions) visible to users in the Work Group according to the Location or Location folder against the record

- Cost Centres: limits the lists of Assets and Stock visible to users in the Work Group according to the Cost Centre or Cost Centre folder against the record (or in the case of Problems and Work Orders and associated actions, the asset attached to the record)
- Asset Types: Limits the lists of lists of Assets, Help Desk Problems and Maintenance Work Orders (and associate actions) visible to users in the Work Group according to the Asset Type or Asset Type folder against the record (or in the case of Problems and Work Orders and associated actions, the asset attached to the record)
- Problem Types: Limits the lists of Problems (and associate actions) visible to users in the Work Group according to the Problem Type or Problem Type folder against the record

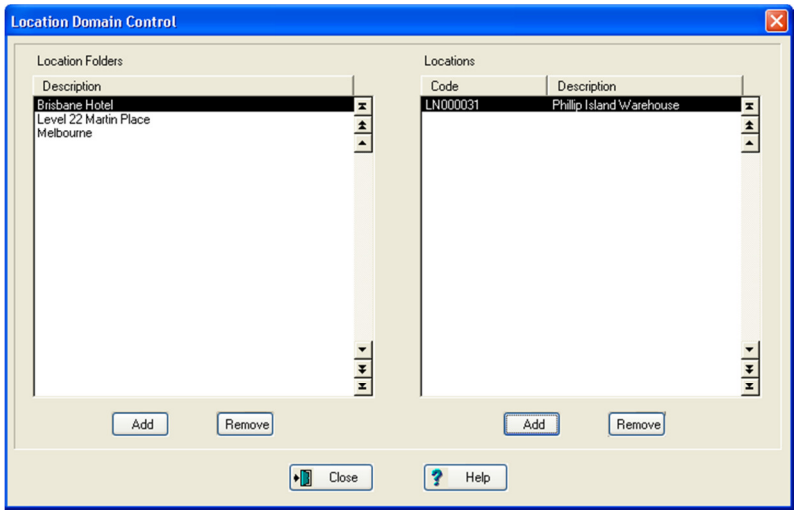
Selecting any of the Engineer, Location, Cost Centre, Asset Type or Problem Type buttons will bring up a dialog to allow selections to be entered for that criteria. The screen has two main areas for administrators to work with.

Folder based restrictions;

- Users can be restricted to viewing only items within and or below the entity folder.

Entity based Restrictions;

- Users can be restricted to viewing only items assigned to a specific entity.



Administrators may also choose to have both folder and entity based restrictions enabled at the same time.

- To add a folder based restriction simply select the add button from the Entity Folder area on the left hand pane of the Domain Control window. You will now be able to navigate though your Hardcat location folder structure where you will be able to select the folder to restrict upon. You may also select multiple folder restrictions as required.
- To add an entity based restriction simply select the add button from the Entity area on the right hand pane of the Domain Control window. You will now be able to navigate though your Hardcat location Entity structure where you will be able to

select the folder to restrict upon. You may also select multiple folder restrictions as required.

NOTE: If you do not require users to be restricted from viewing assets from a specific entity structure it is recommended you select the highest level folder, typically this is the ROOT folder.

EG: You may have uses limited to only viewing assets at a specific location but would like to allow those users to view all types of assets. In this case you would set Work Group domain control for asset types to the highest level asset type folder while restricting the Work Group location restriction to a specific location entity.

Exporting Records to spreadsheet or text file

Previous versions of Hardcat allowed the user to create and save various export definitions. Although the choice of a comma separated export option formatted the export file as a CSV, it was always saved with the filename "EXPORT.TXT". While this was convenient for opening a file in a text editor such as Microsoft Notepad, it was not convenient for opening in spreadsheet software.

With the introduction of HardcatWeb Reporting and Exporting, we have refined this feature to produce outputs that are easier to open in the intended application:

- The export definition template name is used as the basis of the filename, which makes it much easier to coordinate large numbers of files being created.
- If **Use fixed width columns** is selected in the template, a .TXT file will be produced
- If **Use fixed width columns** is deselected, a .CSV file will be produced which can be directly opened in spreadsheet applications such as Excel without having to use an import wizard.

These changes make it very easy to open a CSV file using your spreadsheet application (eg Microsoft Excel)

Please note: care must be taken if re-importing records with field values containing leading zeroes after saving changes in applications such as Microsoft Excel. Excel automatically strips leading zeroes when opening CSV files. For records such as serial numbers, this may then lead to erroneous data being reimported, as a record such as "000056" will be reformatted to "56". If using Microsoft Excel in this scenario, it is recommended that the export file be saved with a "TXT" extension (simply overtype the CSV extension with TXT at time of saving the export) and opened using the text file wizard.

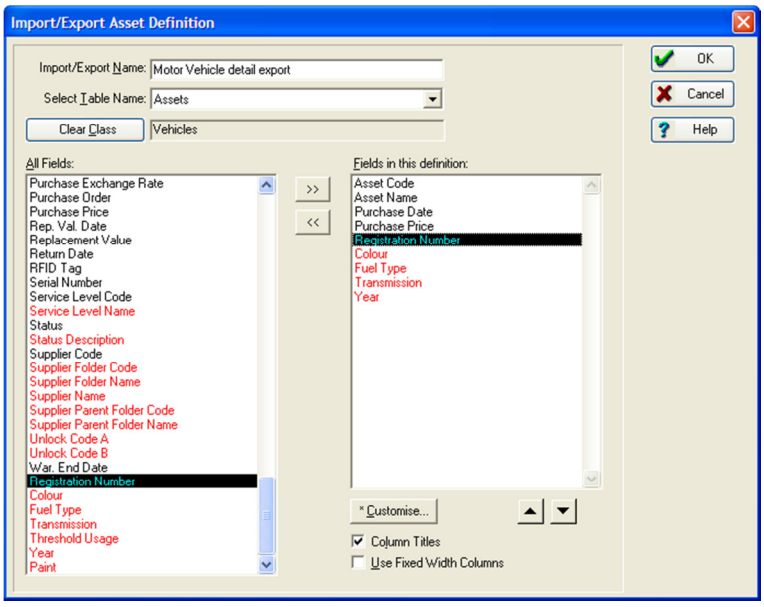
Incorporating Preset fields into an export

Previous versions of Hardcat allowed the user to incorporate preset fields into custom reports, but did not offer the same flexibility with output of data to spreadsheets. With Hardcat 3.30, we have now extended this user-friendly facility through to our export to spreadsheet function.

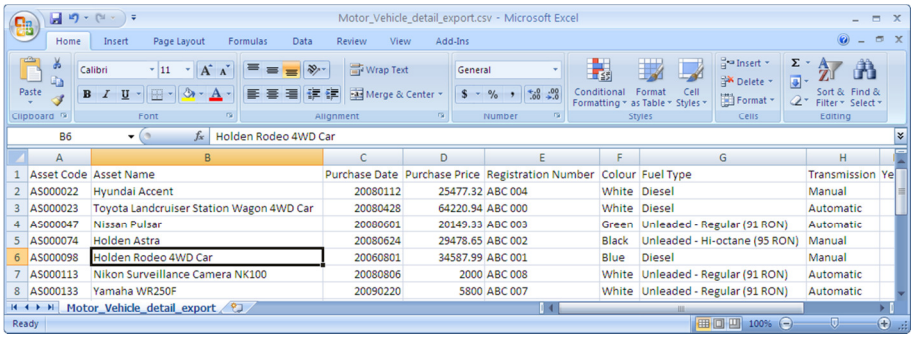
You will notice in **Export** dialogs in many key areas of Hardcat that a **Preset Class…** button has appeared in the user interface, and a list of preset fields are appended to the end of the report.

As with our custom reporting function, you have two options:

- **Do not select Preset Class**: You can select generic preset fields across all preset classes. The default column headings (which you can edit) will simply be labeled Preset 01, 02, etc, as the field names will potentially differ by preset class. This option is useful if you have common field types across different preset classes (eg, Preset 01 is always “Colour”)
- **Select Preset Class:** Hardcat will provide a list of preset field names for that preset class and limit the scope of the report to records belonging to that preset class. Eg: if I export assets and select the “Vehicles” preset class, my export can now include columns for vehicle-specific preset fields such as Fuel Type, Registration Number, Transmission, and Colour, with the preset field name used as the default column heading. Assets not belonging to the “Vehicles” preset class are automatically excluded from the export



Once you have selected the fields you wish, you can simply export and open the file in your spreadsheet application.



Enforcing tougher password security

Protecting your data against unauthorised access

Hardcat has had significant enhancements to user security to bring it in line with high standards of user security as expected by increasing numbers of our customers. There is a large array of new security measures to prevent against attempts to "hack" into Hardcat.

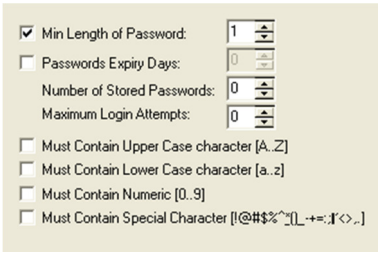
These changes have seen an expansion of options able to be set globally for all users, as well as an expansion of options able to be set against individual User Logins.

Enabling Global Password policies for all users

To access the Hardcat Global Options navigate from the File Menu, choose **Administration** then **Options**.

There are a series of checkboxes and numeric entry fields to govern password complexity. These are designed to allow an organisation to protect against unauthorised access to data by enforce security policies regarding the complexity of passwords (length, variety of characters required), the length of time an existing password is valid for before the user is required to enter a new one, the number of passwords a user must cycle through before being able to reuse an old one, and the number of failed login attempts allowed before Hardcat will disallow any further attempts to log in.

- When the checkbox **Min Length of Password** is enabled an administrator can enforce password policy regarding the minimum acceptable length for a password to be valid, disallowing short (eg one character long) passwords
- When the checkbox **Password Expiry Days** is selected, it will enable users to login using a given password only for the number of days selected before being required to create a new password
- **Number of Stored Passwords** allows the administrator to create a limit as to how many previous passwords can be used to avoid users reusing the same passwords. Once the limit has been reached, the user has the ability to re-use their previous passwords to access the database if desired. Setting this field to zero effectively disables it.
- **Maximum login attempts governs** how many unsuccessful attempts may be made before the user will be locked out from attempting to log in again. Setting this field to zero effectively disables it.



Administrators are able to enforce increased password complexity by checking any combination of checkboxes so that passwords:

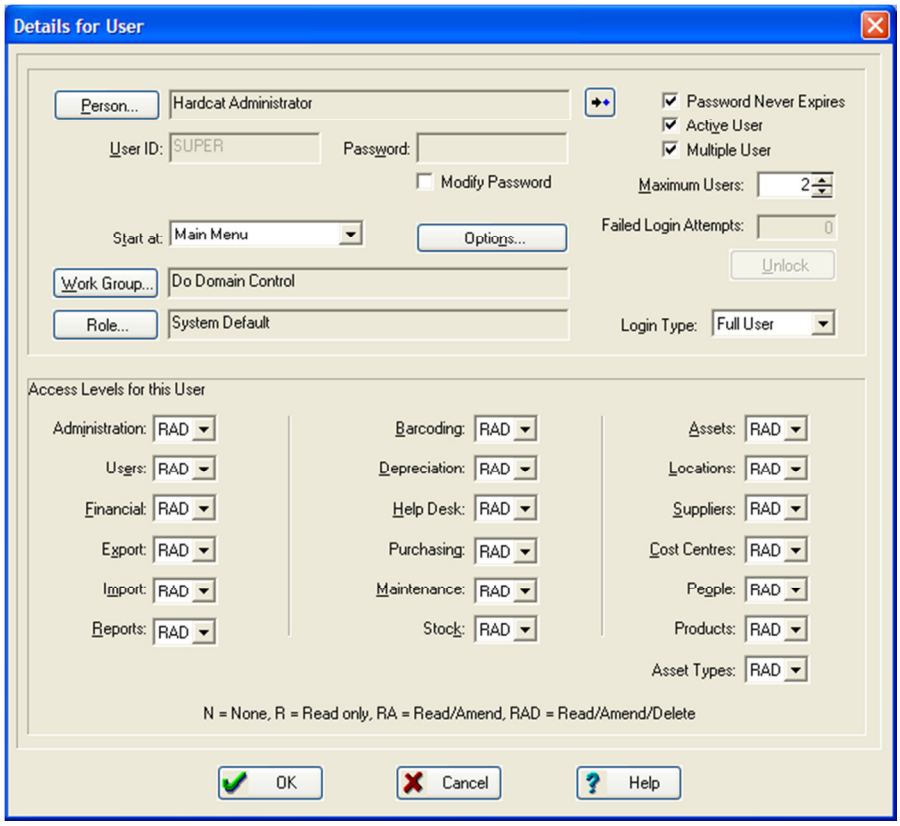
- **Must Contain Upper Case Characters**
- **Must Contain Lower Case Characters**
- **Must Contain Numeric Characaters**
- **Must Contain Special Characters**

Use of the above **Must Contain…** settings, in conjunction with the **Min Length** setting, allows an organisation to enforce increasingly more complex, "stronger" passwords that are increasingly less likely to be guessed by a person attempting to gain unauthorised access. Furthermore, Hardcat's login error messaging (which does not indicate whether the username or password was invalid) and facility to lock out the user from further attempts after a given number of failed logins provides protection against "brute force" attacks.

Managing Individual User Security

The new security changes have also resulted in some changes to the User details screen, which is accessed from the File Menu by choosing Administration then Security.

- **Password Never Expires** allows the user to be exempt from the Password Expiry Days setting (designed to force users to enter new passwords in after a given period of time) in Hardcat Global Options
- **Failed Login Attempts** shows how many times an attempt to login has been made against this user record where the password has not matched.
- **Unlock** allows an administrator to unlock a user who has been locked out due to too many unsuccessful login attempts



Important note for customers upgrading from 3.30b and earlier!

Hardcat has always stored passwords in upper case, but tolerated lower case being entered by users. Hardcat 3.30c and later releases are **case sensitive**. Because some users may not remember which case (or combination of cases) they used when entering the password, you may need to reset passwords for some users when upgrading from 3.30b and earlier releases.

Hardcat Web Options

Providing greater administrator control over HardcatWeb user interface behaviour

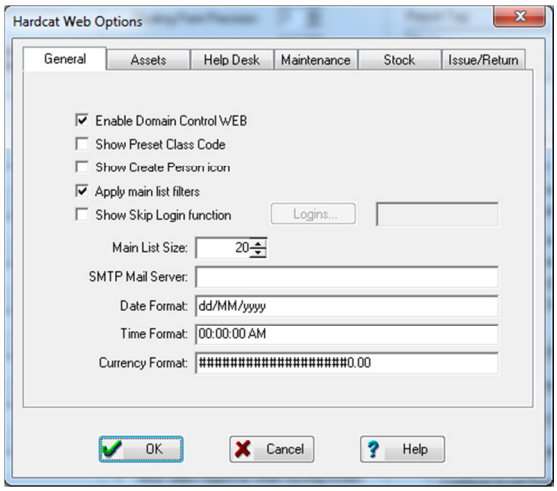
Concurrently with the introduction of a new Issue and Return user interface specially designed to allow rapid issue and return of barcode/RFID-tagged equipment items, we have relocated existing web interface settings into an administrator interface in Hardcat Windows, where various business rules governing the interface are able to be set by the administrator.

Managing Hardcat Web Options settings

The Hardcat web options section can be found by navigating to the **File** menu in **Hardcat → Administration → Options → Web Options**.

This section contains a number of configurable global Hardcat Web options that govern behaviour throughout Hardcat and in particular, the HardcatWeb browser-based application.

The Hardcat Web Options section allows you to configure functions across various Hardcat modules.

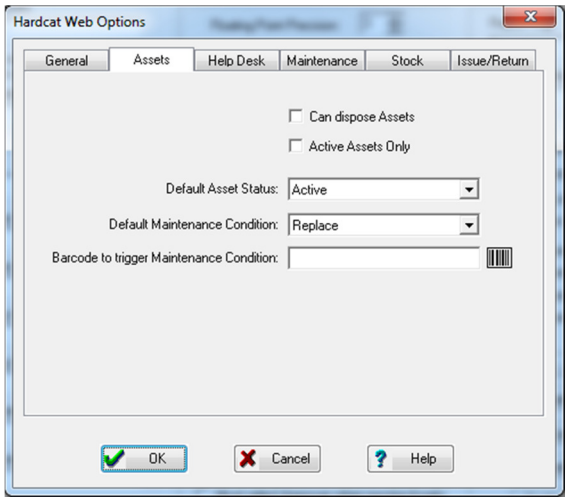


General Settings

- **Enable Domain Control Web** will turn ON domain control functionality in Hardcat Web. This functionality is used to restrict records available to certain users (refer to the specific Domain Control section in this document for more information on Domain control restrictions)
- **Show Preset Class Code** shows the Preset code alongside the Preset description
- **Show Create Person icon** enables the user to create a new Person record
- **Apply main list filters** displays a default filter when the user logs in. The user can then customize this filter according to their requirements.
  If this option is turned OFF, no default filter is displayed when the user logs in.
- **Show skip login function** allows a user to bypass the login screen using a certain login account. eg, a read-only login
- **Main list size** allows you to customize the number of line items that are displayed in a page of records in the Asset, Stock, Work Order and Problem lists. A typical consideration in determining this setting might be the screen size in your organisation's standard operating environment.SMTP Mail Server allows you to define the SMTP mail server IP address or server name.
  - E.g. SMPT Mail Server: 192.168.0.1 or mail.yourdomain.com
- **Date Format** is used to define the date format used throughout the Hardcat Web interface
- **Time Format** is used to define the time format used throughout the Hardcat Web interface.

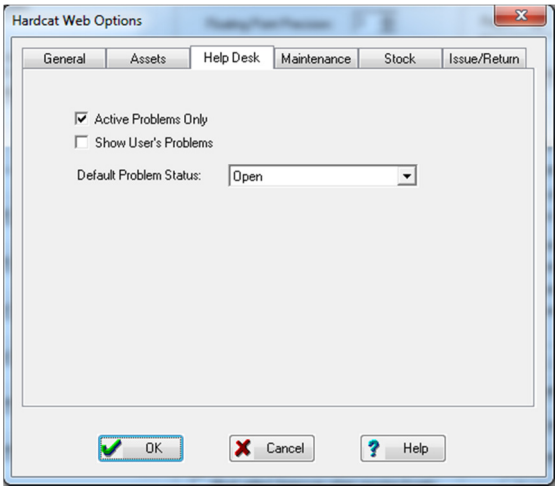
- **Currency Format** is used to define the currency format used through the Hardcat Web interface.

Assets Settings



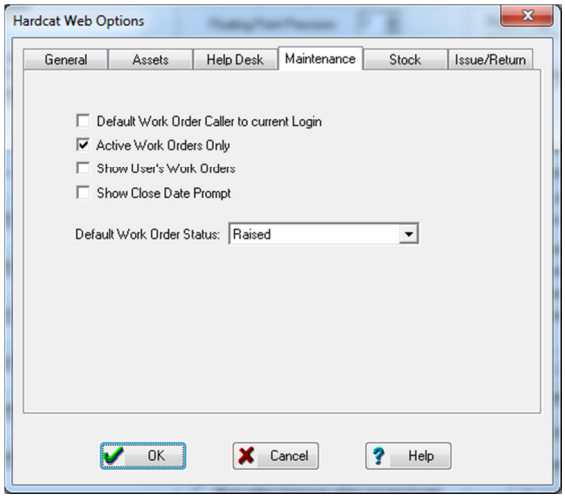
- **Can dispose assets** allows a user to dispose assets from the Hardcat Web Interface
- **Active Assets Only** will show active assets in the asset lists screens (disposed assets are hidden)
- **Default Asset Status** defines the default status of a newly created asset.
  E.g. Setting Default Asset Status to 'Active' will mean that all newly created assets will automatically have their status set to 'Active'
- **Default Maintenance Condition** defines the maintenance condition that is triggered by the 'Barcode to trigger Maintenance condition' below.
  E.g. If the default maintenance condition is set to 'Fault', any assets that has a maintenance condition of 'Fault' cannot be issued out.
- **Barcode to trigger Maintenance Condition** - if a barcode, for ex: FAULT, is specified in this option, the user will have the opportunity to scan a 'FAULT' barcode immediately after returning an asset on Hardcat Web. Upon scanning of the 'FAULT' barcode, the last scanned asset will have its maintenance condition set to 'FAULT' status to prevent re-issue of the same asset.

Help Desk Settings

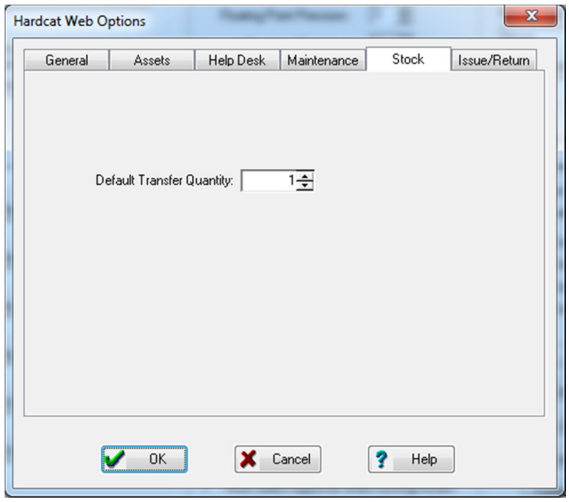


- **Active Problems Only** will only show active Problems in the Problem list screen (closed Problems will be hidden)
- **Show User's Problems** will only show the logged in Users' Problems.
  E.g. If the logged in User is 'John', the Problem list will only show Problems that is assigned to John as Engineer.
- **Default Problem Status** defines the default status of a newly created Problem record.
  E.g. Setting Default Problem Status to 'Open' will mean that all newly created Problem records will automatically have their status set to 'Open'

Maintenance Settings



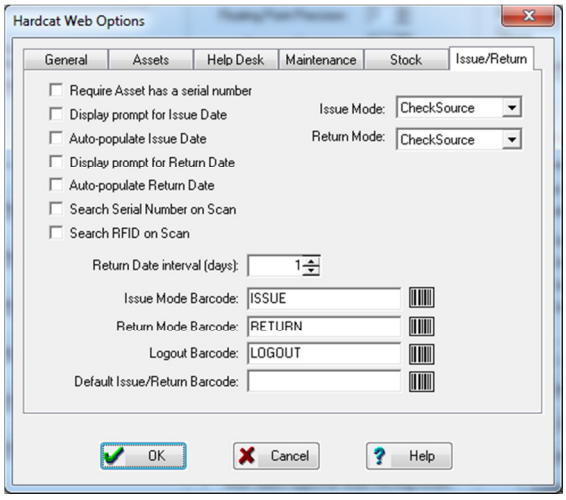
- **Default Work Order Caller to current login** will automatically set the caller field of a newly created Work Order record to the logged in user.
- **Active Work Orders Only** will only show active Work Orders in the Work Order list screen (Closed Work Orders will be hidden).
- **Show User's Work Orders only** shows the logged in Users' Problems.
  E.g. If the logged in User is 'John', the Work Order list will only show Work Orders that was created by or assigned to John.
- **Show Close Date prompt** will prompt the user to enter a Close Date when closing a work order.
- **Default Work Order Status** defines the default status of a newly created Work Order record.
  E.g. Setting Default Work Order Status to 'Raised' will mean that all newly created Work Order records will automatically have their status set to 'Raised'



Stock Settings:

- **Default Transfer Quantity** will set the default transfer quantity when Issuing stock via the Hardcat Web Interface.

Issue/Return



- **Require Asset has a serial number** allows the user to use a serial number (a non-unique id) to identify assets for issue and return. This is useful in instances where someone needs to issue and returns assets that do not have a barcode.
- **Display prompt for Issue Date** will prompt the User to enter an Issue Date when issuing assets
- **Auto populate Issue Date** will automatically populate the current system date of the computer into the Issue Date field.
- **Display prompt for Return Date** will prompt the User to enter a Return Date when issuing assets.
- **Auto populate Return Date** will look at the value setup in the Return Date interval option and will automatically populate the Return Date field.
  E.g. If the Return Date interval is set to '2' and you are issuing items on 01/01/2012, the Return date will be pre-populated with the date 03/01/2012.
- **Search Serial Number on Scan** will allow the user to scan either the barcode or the serial number of an asset or stock item whilst issuing and returning them.
- **Search RFID on Scan** will allow the user to scan either the barcode or the RFID of an asset or stock item whilst issuing and returning them.
- **Return Date Interval (days)** - the Return date will automatically be populated by adding the value set in the Interval days figure to the issue date.
  E.g. If the Return Date interval is set to '2' and you are issuing items on 01/01/2012, the Return date will be pre-populated with the date 03/01/2012.

The Hardcat Web Issue/Return interface is designed to be completely driven by a barcode scanner (without relying on a mouse or keyboard). The following

- **Issue Mode Barcode** allows the user to scan a barcode that will automatically take the user to the Issue screen
  E.g. The user scans a barcode 'Issue' whilst in the Return screen to navigate to the Issue screen (allows navigation on Hardcat Web Issue/return interface without using a mouse or keyboard).
- **Return Mode Barcode** allows the user to scan a barcode that will automatically take the user to the Return screen.
- **Logout Barcode** allows the user to scan a barcode that will automatically logout the user from the web interface.
- **Default Issue/Return Barcode** allows the user to enter a Location, Person or Cost Centre barcode in this field, which will then make that entity the default Source for Issue and default Destination for Return.
  E.g. Setting up the barcode of a Location 'Store Room' in this field will ensure that the Store room is the default Source when issuing items and default Destination when returning items.

HardcatWeb's Issue and Return dialogs are also designed to offer different modes of operation to suit different organisation's business rules for strictness associated with the issue and return of equipment modes.

Issue Mode – When Issuing items from the Hardcat Web interface there is an ability to set individual modes. Depending on the mode set, the Issue behaviour will change accordingly. The table below explains the different Issue modes available in Hardcat:

Mode	Description
Ignore Source	With this setting, the interface will not allow the issue of stock and will only issue assets. When assets are issued, there will be no check or validation regarding where the asset is coming from. E.g. A Laptop that has already been issued to Person 'John' is scanned to be issued out to Person 'Fred'. The interface will not perform any checks and will allow this transaction to take place.
Check Source	With this setting, the interface will require the user to have a source for Issue selected before allowing items to be issued. If an asset is scanned where the source selected contradicts the current assignment of the asset, the user will be asked to confirm that they have located the item at the source location with the option to include an additional comment to explain the discrepancy. E.g. A Laptop that has already been issued to Person 'John' is being scanned to be issued out to Person 'Fred'. The interface will notify the user of this discrepancy and will only allow them to continue once they confirm they have located the item at the new source.
Strict Source	With this setting, the interface will only allow assets and stock to be issued that exists at the selected source. E.g. If Person 'John' tried to issue an item that was issued to Person 'Fred' earlier, the interface will not allow him to complete this transaction.

Return Mode – When Returning items from the Hardcat Web interface there is an ability to set individual modes.

Mode	Description
Quick	With this setting, the interface will not allow the return of stock and will only return assets. When assets are returned, there will be no check to see whether the assets are being returned from the same source that it was issued to. E.g. A Laptop that was issued to Person 'John' is being

	returned by Person 'Citizen'. The interface will allow this transaction to take place and will not inform the user of this discrepancy.
Check Source	With this setting, the interface will validate the source from where the items are being returned. If the source is different, the user will be asked to confirm that they have located the items at the source location with the option to have an additional comment to explain the discrepancy. E.g. Person 'Fred' is returning an asset that was issued to Person 'Tony'. In this case, the user is informed of this discrepancy and will be asked to confirm the transaction to proceed with the option to have an additional comment.
Check Source Once	With this setting, the interface will behave in the same way as it does in the 'Check Source' mode, except that the first exception comment will be retained and applied to any other exceptions that occur during the current session. E.g. Person 'John' is returning two items that were issued to Person 'Fred'. When returning the first item, an exception comment 'Fred handed items to John' is entered. This same exception comment will be applied automatically while returning the second item.
Strict Source	With this setting, the interface will only allow items to be returned that exist at the selected source. E.g. If Person 'John' tried to return an item that was issued to Person 'Fred', the interface will not allow him to complete this transaction.

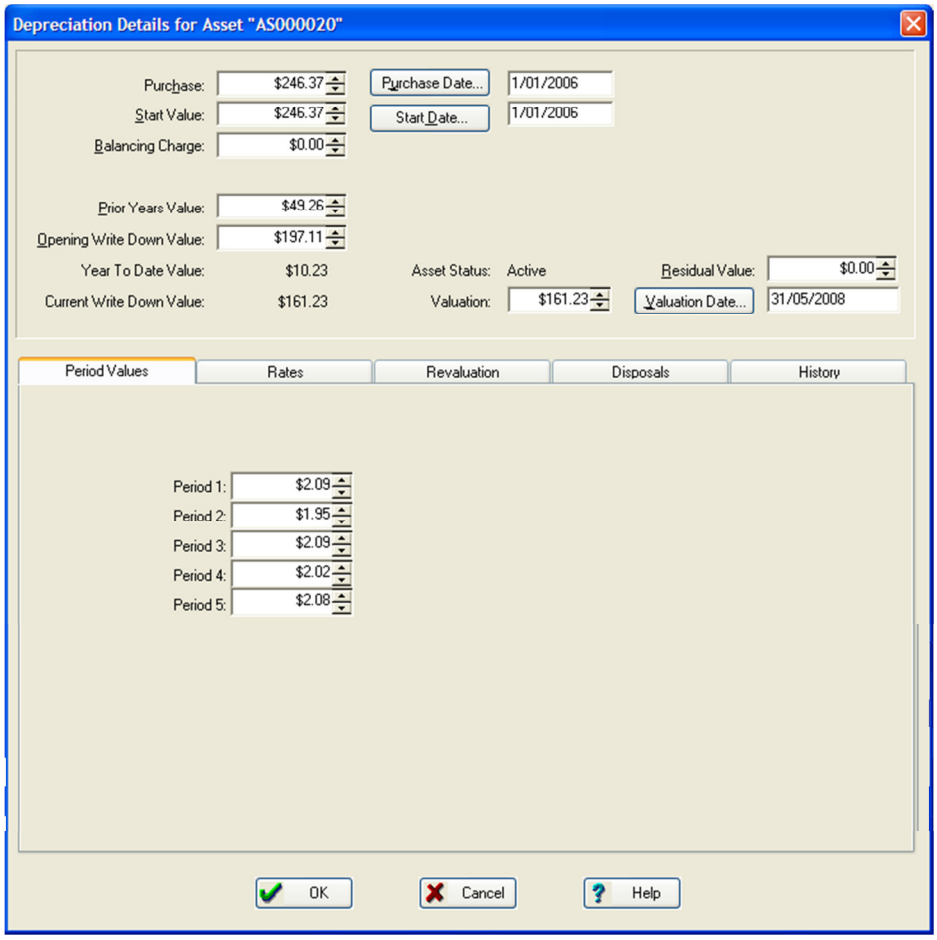
Depreciation Module Changes

New Deprecation Details Edit Screen

Viewing and Editing Individual Asset Details

The previous **Override Details for Asset** screen has been replaced with a new and substantially expanded **Depreciation Details for Asset** screen.

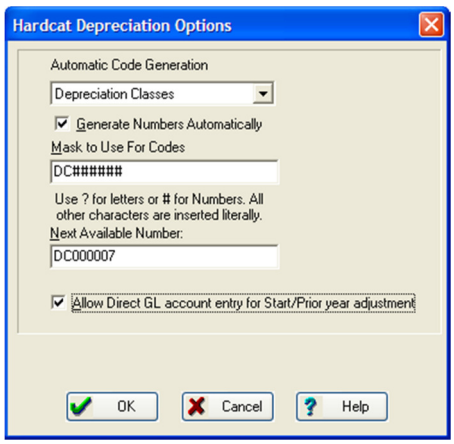
Hardcat Depreciation now provides a far more detailed view of the asset from a depreciation perspective, showing full details of relevant values such as start, prior years and closing values, depreciation rates and methods, revaluation details, disposal details and edit history. Users can also modify existing values, add new records such as a new depreciation rate change or a revaluation transaction.



Override Start Value/Prior Value vs Recording a Revaluation

Details such as Start Value/Date, Balancing Charge, Residual Value, Prior Value, and current valuation may be overridden if required.

Note: unless you have flagged the **Allow Direct G/L account entry for Start/Prior Year adjustment** option in the Depreciation Module **Configuration** menu, there will be no journal adjustments made for changes to Start or Prior value. If this option has been enabled, the user will be prompted for the GL account codes to adjust and a comment on why the adjustment has been made.



Note: Revaluations are not recorded simply by adjusting **Start Value** and **Prior Value**. There is specific functionality in Hardcat for recording revaluations which will be described later in this document. Users may however adjust **Start Value** to record the effect of other adjustments to asset cost, eg, a Credit Note.

Viewing Depreciation History

User-edited changes to depreciation details, such as a change to **Start Value** or **Prior Value**, are recorded in an audit trail and displayed in the "History" tab of the Depreciation Detail screen.

Viewing Disposal Details

Disposals are not recorded within a depreciation set (they are recorded from the Depreciation Module **Main** menu) however, the effect of a disposal transaction on an asset's depreciation and profit/loss on disposal calculation can now be viewed within a depreciation set record, including profit or loss calculation on disposal for the asset in that set.

Simply select the **Disposals** tab of the **Depreciation Detail** screen to see disposal details (if any) against an asset in the set.

Revaluation Functionality

Revaluation Methods Explained

Hardcat offers revaluation functionality to record asset revaluations using either the Gross (Proportional Restatement) or Nett (Elimination) method.

Gross method:

- proportionally restates the original cost of the asset based on the extent of increase or decrease in carrying value of the asset as a result of the revaluation to determine Adjusted Cost
- adjusts Accumulated Depreciation to reflect the proportionally restated original cost
- retains Prior Years and YTD depreciation charges
- uses the proportionally restated Adjusted Cost as the cost base for future depreciation calculations instead of the Start Value
- generates a Revaluation Gain (or loss) on revaluation that reflects the difference between the carrying value and the Revaluation Value
- generates a Cost Adjustment on revaluation that reflects the difference between the Start Value and Adjusted Cost
- results in journal outputs for GL to balance proportionally restated Asset Additions against proportionally restated Accumulated Depreciation, as well as Revaluation Reserve/Loss on Revaluation as required.

Example:

An asset purchased for $100,000, depreciating at 10% per annum and written down to $70,000, is after three years revalued up to $77,000 using Gross method.

It will have a proportionally restated Adjusted Cost of $110,000. Future depreciation charges will be based on the Adjusted Cost and will be $11,000 per annum. The asset will have a Revaluation Gain of $7000, a proportionally-restated adjustment to Accumulated Depreciation of $3000, and a Cost Adjustment of $10000.

Journals will Debit the Cost Adjustment to Asset Additions GL account, Credit the Revaluation Gain to Revaluation Reserve GL account, and Credit the Depreciation Adjustment to Accumulated Depreciation.

Nett method:

- takes revaluation value as the new cost base of the asset
- writes back all prior depreciation charges prior to the revaluation date (Prior Year and YTD)
- uses revaluation value as the cost base for future depreciation calculations instead of the Start Value
- generates a gain (or loss) on revaluation that reflects the difference between the revaluation value and the carrying value of the asset prior to revaluation
- results in journal outputs for GL to write back all Accumulated Depreciation and credit Asset Additions accordingly.

Example:

An asset purchased for $100,000, depreciating at 10% per annum and written down to $70,000, is after three years revalued up to $77,000 using Nett method.

It will have an Adjusted Cost of $77,000, being the Revaluation Value. Future depreciation charges will be based on the Adjusted Cost and will be $7,700 per annum. The asset will have a Revaluation Gain of $7000. Accumulated Depreciation charges will be written back to zero and the adjustment recorded in Depreciation Writeback.

Journals will Debit the Depreciation Writeback to the Accumulated Depreciation GL account and Credit a balancing entry to the Asset Additions GL account. Revaluation Gain will be Credited to the Revaluation Reserve account and a balancing entry Debited to Asset Additions GL account.

Revisions to the Depreciation Formula

The formula:

START VALUE less PRIOR YEARS VALUE
must equal
OPENING WRITTEN DOWN VALUE

Is superseded for a revalued asset by the new formula:

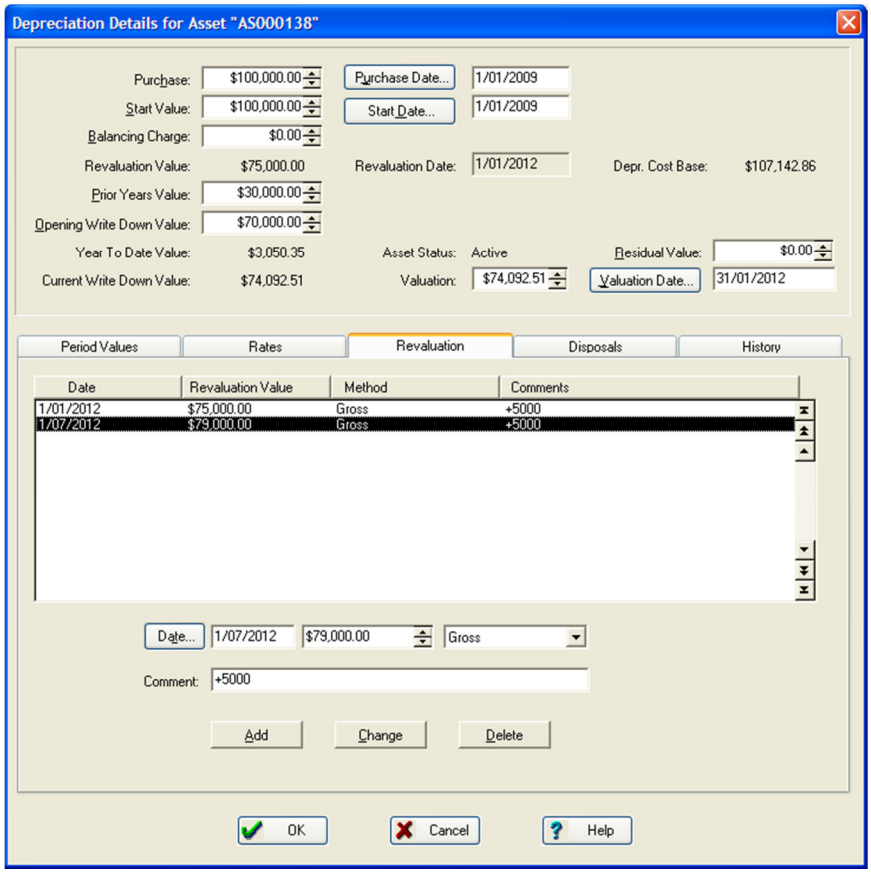
ADJUSTED COST must equal PRIOR YEARS VALUE
plus OPENING WRITTEN DOWN VALUE
plus REVALUATION GAIN/LOSS
plus ACCUMULATED DEPRECIATION ADJUSTMENT

CURRENT WRITTEN DOWN VALUE must equal OPENING WRITTEN DOWN VALUE
less YEAR TO DATE VALUE
less REVALUATION GAIN/LOSS.

In the case of a Nett/Elimination method revaluation being applied, Adjusted Cost will equal the revaluation value, and the Accumulated Depreciation Adjustment will be the writeback of all accumulated depreciation.

Recording a Revaluation

Revaluations are recorded by selecting the **Revaluations** tab of the **Depreciation Detail** screen. You can add, change, and delete revaluations within the existing year. Note that you cannot change these details for revaluations recorded in a prior year.

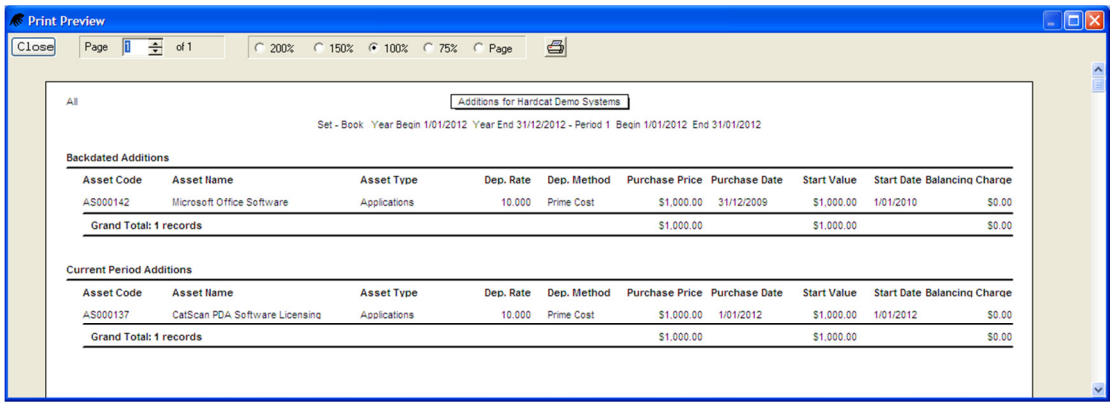


- Use the **Add** function to add a new revaluation transaction, **Change** to alter the effective date or revaluation value of an existing transaction, or **Delete** to remove a transaction from the revaluation history
- If adding or changing a record, apply the **Revaluation value**, the **Method** (**Gross** or **Nett**) and the effective **Date** of revaluation. An optional **Comment** may also be added.

Note: you must re-run the **Calculate** function in order for changes to be updated. Once this is done, a new line will appear in the main values section showing **Revaluation Value**, Date and the **Depreciation Cost Base** now in effect as a result of the revaluation.

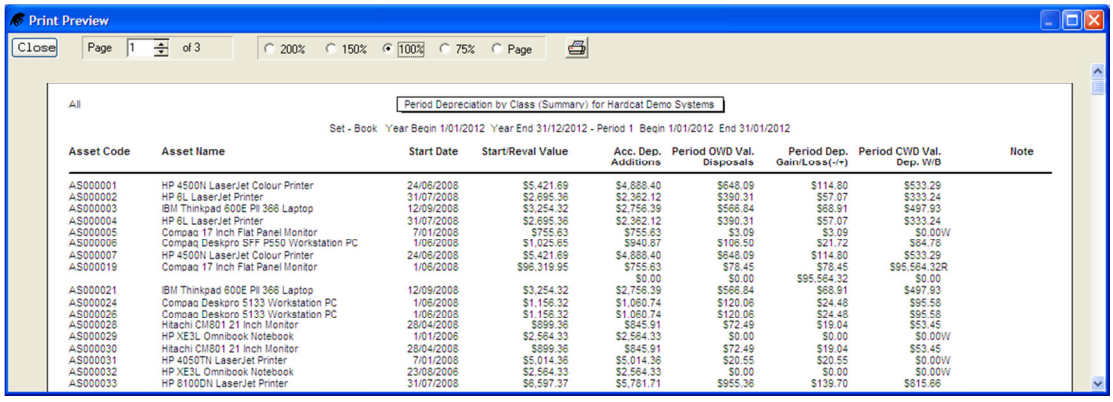
Reporting Changes and Enhancements

A new **Additions report** shows users not only what asset items have been added to the set this month, but provides subtotals for purchases in the current period versus those backdated to a previous period, making it far easier to reconcile to the G/L.



Similarly, a new **Disposals report** shows users what asset items have been disposed from the set and subtotals for disposals in the current period versus those backdated to a previous period. The report includes profit or loss on sale proceeds as well as details of revaluation reserve position for the asset at time of disposal.

The **Period Deprecation (Summary)** report has been substantially updated to ensure that Revaluation information is available within it, but also to improve more period depreciation information details. Previously, the report devoted columns to **Additions** and **Disposals** and as a result had less column space available for fields such as **Start Value** or **Prior Value**. The new report includes these details, and incorporates where required a second line to detail additions, disposals, or revaluations during the period, such as revalued asset AS000019 in the example below.



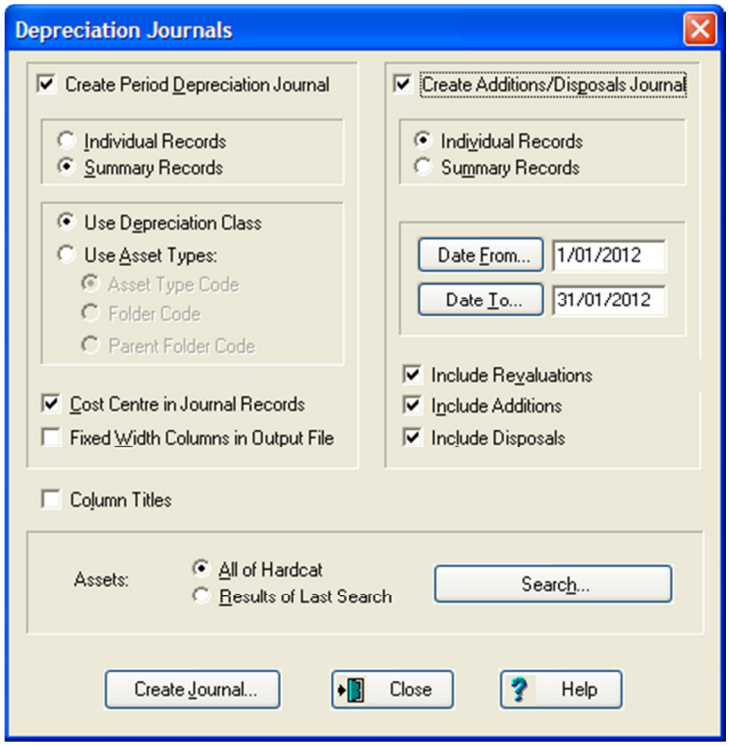
Similarly, **Period Depreciation (Detail)** and various **YTD Depreciation** reports have been subtly updated to ensure that revaluation information is included. **Start Value** is superseded by **Adjusted Cost** for revalued assets, and **Gain/Loss** and **Depreciation WriteBack** fields now contain details for both revaluation and disposal, with flags to indicate which.

A new **Revaluation** report provides detail on the revaluation history of various assets over time (including revaluations in prior years), and can be filtered by date to show only a particular period of interest such as current period or current year only.

Journals

Hardcat's journal export function has been substantially upgraded to handle the new revaluation features.

Both **Cost Centre** and **Depreciation Class** entities in Hardcat have been expanded to include new fields to store GL codes for **Revaluation Reserve** and **Loss on Revaluation**.



The **Depreciation Journals** function now incorporates an additional option to generate revaluation journals. If selected, these will generate journal outputs that adjust **Asset Additions**, **Accumulated Depreciation**, and **Revaluation Reserve** and/or **Loss on Revaluation**.

Note that **Revaluation Reserve** accounts will also be created upon disposal or full write-down of assets that have been subject to prior revaluation gain as part of the Disposals and Depreciation journal options to debit any revaluation reserve amount being held against the asset in the GL.

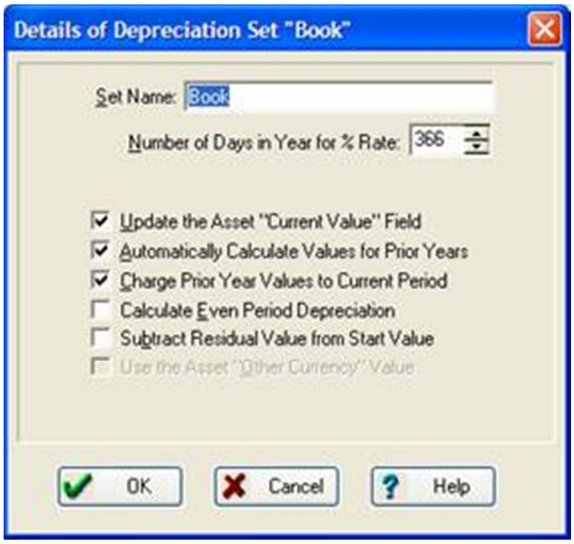
Charging Prior Years depreciation for newly added assets to the current Period Depreciation Charge

Some Hardcat users have large-scale complex asset additions (eg, an entire new site) that due to the many assets involved are not easily recorded in detail in a short space of time. These organisations need a means to be able to record the addition in their General Ledger at the time of capitalization, and the task of detailing all the various assets that make up the addition may run past the end-of-yeaxr date. There is therefore a requirement in the next financial year for an asset to be recorded with a depreciation start date in the previous financial year, but with the prior year depreciation backdated to ensure opening written down values for the new year are consistent with the GL.

Hardcat now caters for this eventuality, with an optional flag to charge prior year depreciation for newly added assets in the current period where the asset's depreciation start date precedes the year start date.

To charge prior year depreciation in the current year for new additions:

- Click on the **List of Sets** Button. This shows the list of all the depreciation sets within the database.
- Select a set with the **Select** button.
- Click on the **Details** button to edit characteristics for the set



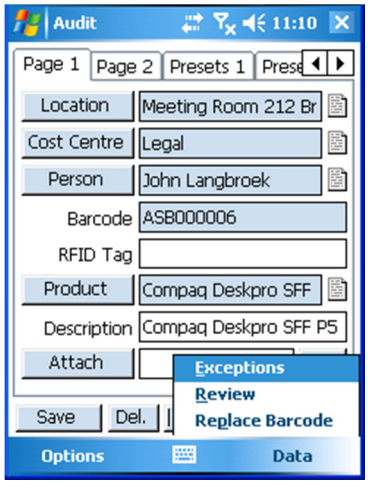
- Ensure that **Automatically Calculate Prior Years** has been checked (ticked) on, to enable Hardcat to calculate depreciation charges prior to the current year start date
- Tick the option to **Charge Prior Year Values to Current Period** to ensure any assets added to the set from now on will have any prior year depreciation charges added to the current period depreciation charge.
- Untick this option if you wish the prior year component of **Accumulated Depreciation** to be charged to the **Prior Year Value** field

Barcode Module

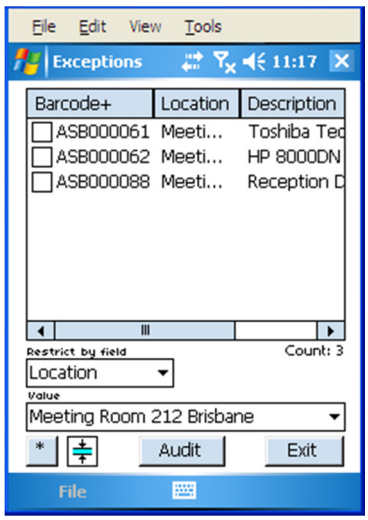
CatScan: Asset Audit Exceptions

Hardcat's PDA-based CatScan software now allows exceptions to be reported on-the-spot during an audit, rather than relying on data to be reported on in the Hardcat PC application. This is a great benefit when performing an audit at a remote site, as asset items not scanned at a location can now be easily identified on-the-spot. This allows audit staff to search or query further for these specific items, which in many cases will aid their discovery or assist in absolutely confirming their absence.

To use the Exceptions function:



1. Tap on the **Data** menu in **Asset Audit**
2. Select **Exceptions**

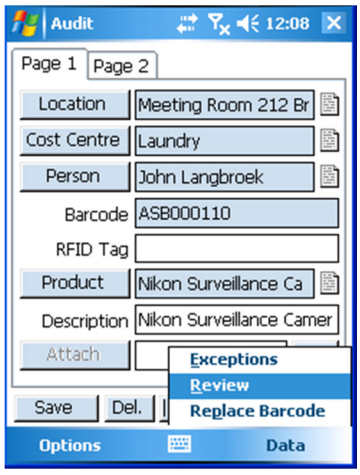


3. A list of Exceptions (items not found) will be displayed. If **Asset Audit** is running in **Audit by Location** mode, this will automatically be filtered to show the current location by default.
4. The **Restrict by field** can be used to select various criteria by which to filter the list of assets. For example, you may wish to search for an asset with a particular serial number or description.
5. Ticking the checkbox against the list and tapping the **Audit** button allows the user to manually flag the asset as being audited. This is useful for assets that may not have a visible barcode against them (eg works of art, building improvements, etc).
6. Tapping on the record in the list will open up that record for detailed viewing and allow the user to edit it further if required. **Audit** and **Exit** options are provided to record the asset as being audited, or alternatively exit without flagging the asset as audited.

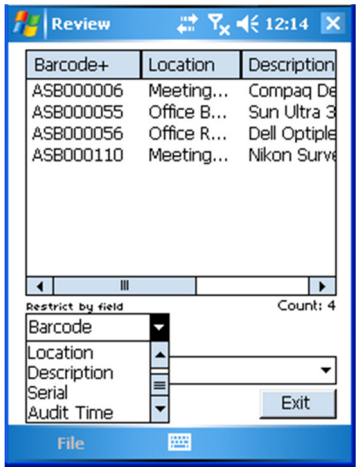
CatScan: Asset Audit Review

The **Review** function in **Asset Audit**, previously allowing the user to simply scroll back iteratively through previously audited asset records, has now been boosted with a facility to display already audited items in list form, and filter the list according to various critera including location, specific asset serial number, description, etc.

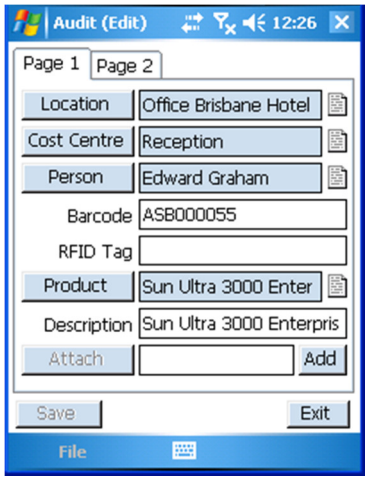
To use the Review function:



1. Tap on the **Data** menu in **Asset Audit**
2. Select **Review**



3. A list of already-audited assets will be displayed. If **Asset Audit** is running in **Audit by Location** mode, this will automatically be filtered to show the current location by default.
4. The **Restrict by field** can be used to select various criteria by which to filter the list of assets. For example, you may wish to search for an asset with a particular serial number, or audited at a particular time.
5. Tapping on the record in the list will open up that record for detailed viewing and allow the user to edit it further if required. **Audit** and **Exit** options are provided to record the asset as being audited, or alternatively exit without flagging the asset as audited.



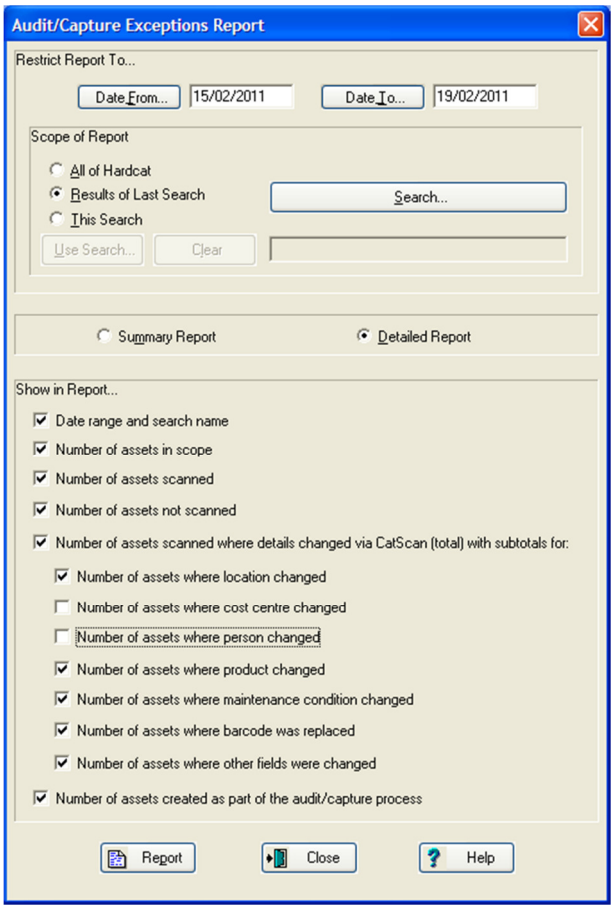
Hardcat: Audit/Capture Exceptions Report

In addition to the on-the-spot exception facility in CatScan (allowing those collecting the data to be aware of assets not found while out in the field) we have also significantly improved the reporting capabilities of the product relating to the assets found, assets not found, new assets captured, records changed (and types of changes) as a result of audit and capture activities.

To use the reporting facility:

1. From the **Modules** Menu, choose **Barcoding**.
2. Click on the **Audit/Capture Exceptions Report** menu item in the **Barcoding Main Menu**.
3. Select the date range the audit and capture activity you wish to report on covers. The default is today's date.
4. The selection of **Results of Last Search** or **All of Hardcat** determines the Scope of the report. For example, you may wish to limit the scope of the report to one site, or a specific cost centre or class of assets.
5. Select whether you require **Summary Report** totals or **Detailed Report** individual records.
6. Check the applicable checkboxes to include the sections of the report you wish to see in your report output.

Once all the criteria have been entered, click **Report**.



Maintenance Module Changes

New features for Work Orders

Caller field

In many cases, and particularly in the case of an ad-hoc rather than a scheduled work order, there is often a **Caller**, being an individual who made the request for the maintenance work to be done or who noted a maintenance issue that has resulted in a work order being raised.

Hardcat now provides a **Caller** field on work orders which can be optionally used to record such a person in association with the work order. The user has the option to select a person from the **People** listing in Hardcat, or alternatively if the caller is not someone in the regular listing a name can simply be typed in to the field.

The **Caller** field is available for filtering purposes when searching on work orders, and can be used to populate, sort and filter reports.

Task template selection for ad-hoc work orders

On many occasions, Hardcat users have found that when creating an ad-hoc work order, it would be useful to associate template details for that type of work order so they do not need to be entered each and every time.

Hardcat now allows default field settings against task templates (previously only used to template scheduled work orders) to now be copied to an ad-hoc work order if required.

By selecting **Task**, a range of template attributes against the task can be easily copied to an ad-hoc work order. These include:

- **Description**
- **Default Priority**
- **Default Engineer**
- **Service Notes**
- **Preset questions** and default preset answers

These details can be copied across simply by selecting the **Task** button and choosing the desired task template.

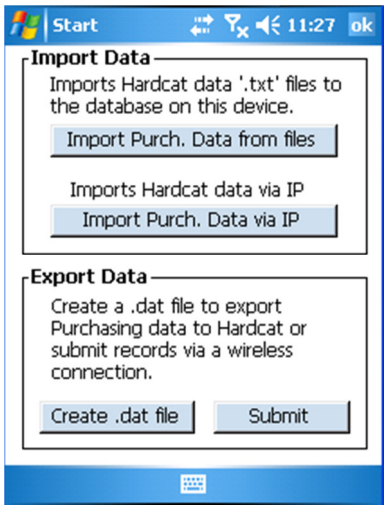
Note that the work order is NOT associated with the **Task** template for future searching and reporting purposes. It remains an "ad-hoc" task. There will be no addition to the **Task-Asset** relationship based on an ad-hoc work order coping details from the template, nor will **Next Service Date** fields against that task be affected.

Purchasing Module Changes

CatScan to Hardcat direct link for recording PO deliveries

Hardcat has extended data upload and download via IP to the Purchase Order delivery function in CatScan, allowing seamless, immediate receipt of PO deliveries at the receiving dock into the Hardcat database and update of the PO delivery status. Assets are recorded as delivered (including barcode and serial number details) thus ensuring that your tracking of the item and its associated PO and invoice details goes right back to the very point of receipt.

The system can work wirelessly or via docking of the PDA. Lists of POs are downloaded at the touch of a button and receipt of records can be either live at the instant of receipt, or submitted in batch mode.



Purchase Order download options

There are now two options available for the import of data from Hardcat to CatScan:

- The existing option to **Import Purch. Data from Files**, where the user exports PO data from Hardcat, transfers files to the PDA device, then loads the files into CatScan
- The new option to **Import Data via IP**, where the user connects CatScan to Hardcat directly and downloads PO data straight into CatScan. This enables PO data to be imported simply by pressing the **Import Purch Data via IP** button in the **CatScan->Import/Export ->Purchasing** menu as illustrated.

These download options now parallel the options to upload data back to Hardcat, which can be either via creation and manual transfer of files, or by direct connection from CatScan to Hardcat.

Upload and download via IP requires the following to be in place:

- Hardcat Entity Manager must be running on your server (whether as an application or a service)
- You must have the IP address of the server entered in the **Wireless** settings in CatScan
- Your PDA device must be either connected to a wireless network, or alternatively docked in a cradle connected via Microsoft ActiveSync to a PC on the network

Please consult your Hardcat User manual for more details of how to configure CatScan to communicate with Hardcat Entity Manager using Wireless/IP functionality, and how to process Purchase Order deliveries in CatScan.